

Mayor's Summer Youth Employment Program

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HELPING CAMBRIDGE YOUTH PREPARE FOR THEIR FUTURE

2013 Mayor's Summer Youth Employment Program

What is MSYEP and am I eligible?

MSYEP is a six-week summer job program for Cambridge residents who will be at least 14, and no older than 18, as of July 1, 2013. Because this is only a six week program, youth who would miss more than six working days between July 1st and August 9th are not eligible to participate.

How do I apply?

Fill out the attached double-sided application completely. Be sure your name matches the way it appears on your Social Security Card. Carefully rank your choices for the type of work you want to do, and list one type of work you do not want to do. Make sure you AND your parent or guardian sign the back of the application.

When and where can I turn in my application?

All youth must bring in their own application. They must be returned in person:

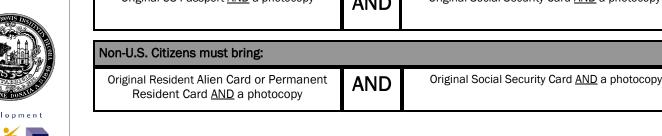
Monday, April 29 - Friday, May 10, 2013

or

Office of Workforce Development 51 Inman Street, 1st Floor Mon 2:30-7:00pm. Tu-Fri 2:30-4:30 pm Cambridge Rindge and Latin School 459 Broadway Mon-Fri 2:30-4:30 pm

All complete applications turned in during this period will be considered on time. MSYEP is NOT a first-come/first-served program. If the program cannot accept all applicants, priority will be given to 14 & 15 year olds who applied by the deadline. Other on-time applicants will be placed in a lottery.

U.S. Citizens must bring:							
Original Birth Certificate AND a photocopy	AND	Original Social Security Card <u>AND</u> a photocopy		AND	Either a Report Card, Photo ID or Medical Record <u>AND</u> a photocopy		
- OR -							
Original US Passport <u>AND</u> a photocopy			AND	Or	Original Social Security Card AND a photocopy		
Non-U.S. Citizens must bring:							
Original Posident Alian Card or Permanent AND Original Social Security Card AND a photocopy					I Security Card AND a photocopy		



All applicants must turn in their own application and review it with a program representative. You may have to wait if there is a line. All applicants must complete a CORI (Criminal Offender Record Inquiry) form (attached) to meet state regulations. All applicants will be notified of acceptance by mail, so make sure your address is complete and legible.

If you are unable to meet any of the requirements listed on this page or have questions, please call George Hinds at 617-349-6268 or email ghinds@cambridgema.gov as soon as possible to see if alternate arrangements can be made.





The Office of Workforce Development is a division of the City of Cambridge Department of **Human Service** Programs

Brief Descriptions of Types of Work Available

Work with Senior Citizens—Responsibilities might include: leading or participating in games or physical fitness activities with seniors, serving snacks or meals, answering questions or providing basic assistance to seniors in a supported setting.

Environmental Projects—Responsibilities might include: working as an individual or as part of a team, working indoors and outdoors, doing research, collecting data or specimens from nature, making phone calls or visits to local businesses, minor construction, writing.

Teen Leadership Projects—You will work with a group of other teens (and a supportive adult) on a project or projects, usually with a focused theme. Descriptions of some of this year's specific teen leadership projects can be found at www.cambridgema.gov/dhsp/msyep.

Arts/Theater—Both visual and performing arts programs are available, including photography, dance, acting, theater technical support, set design, and graphic design. Responsibilities might include producing art, theater or dance; participating in a program; or teaching others.

Office or Library Work—Responsibilities might include: filing, shredding, photocopying, scanning, organizing, collating, cleaning, putting together mailings, running errands, making or answering phone calls, interaction with clients. Almost exclusively indoor, individual work in quiet environments.

Healthcare/Science—For responsibilities, see Office or Library Work above, but specifically in a healthcare or scientific setting.

Media and Web Production—Responsibilities might include: writing, storytelling, filming, editing, acting, graphic design, photography, basic web design, work-related social networking.

Working with Children in Daycare or Preschool Programs—Responsibilities might include: leading games or activities with the children, modeling behaviors for the children, serving snacks or meals, cleaning, organizing, interacting with parents and teachers, going on short field trips to local parks, going in sprinklers or wading pools. All with children under age 5. Please note: due to state regulations, 14 year-olds cannot be assigned to work in daycare or preschool programs.

Working with Children in Summer Camps—Responsibilities might include: leading games or activities with the children, modeling behaviors for the children, serving snacks or meals, cleaning, organizing, interacting with parents and teachers, going on field trips which may require going in the water at beaches or pools or participating in sports and other physical activities. All with children ages 4-13.

Landscaping and Maintenance—Responsibilities might include: cleaning, organizing, lifting and moving furniture, using light tools, painting, raking, sweeping, mopping. Frequently working outdoors.





Mayor's Summer Youth Employment Program

Worksite Number_

T-Shirt Size_

Application Number_

YOUTH APPLICATION • JULY 1-AUGUST 9, 2013

HELPING CAMBRIDGE YOUTH PREPARE FOR THEIR FUTURE

Carefully read the cover sheet and follow the instructions.

Incomplete forms or failure to bring all of the appropriate documents will result in your being turned away. Make sure a parent or guardian has signed the back of the application. No Exceptions!

PLEASE PRIN	T CLEARLY	Social Security Number:						
Name:								
Last	ame:Last		First		Middle			
Address:								
Number and Name of Street		et	Apt. #			Zip Code		
Cell Pho	one:	Email A	ddress:					_
Home Phone:		Age: Date	of Birth: _	//	Gei	nder (circle):	Male	Female
Ethnicity (circle)	(optional):White	Black Latino	Asian	American I	ndian	Other:		
Parent/Guardian N	Name:		Daytime	e Phone:		-		
Please list any lan	guages you speak fl	uently (Other tha	n English):	:				
Current Grade:	Name of Your	School:						
	in the ESL (English at level: Begin	-		•				
Are you eligible f	or: Free Lunch?_	Yes N	o Reduc	ced Cost Lun	ch?	_Yes	No	
		Work Experi	ience and	<u>I Interests</u>				
-	the city currently? \artment? MSYE		-		-	_		
	our most recent job	•		Whe	n?			
What skills did yo	ou learn at this job?							
 Circle the three n	hrases below that	best describe vou	ı:					
• High energy	• Creative	• Quiet	• Focus	ed • I	like bei	ng busy • (Organiz	red
• Like new	• Enjoy meeting	• Prefer more	• Like v	vorking • V	Vork be	st •	Work b	est

- challenges
- new people
- structure
- towards goals
- independently
- in a group

What type of work are you	interested in ? (See d			
From the following list, plo	ease WRITE your t	op THREE pro	eferences i	n the spaces provided:
•Work with senior citizens •Arts/	Theater •Mo	edia/Web produ	iction	•Landscaping/Maintenance
•Environmental Projects •Office	e/Library work •W	ork w/children	in daycare	•Work w/children in camps
	thcare/Science •Ot			
	•		2	
11 st Choice	22 nd Ch		3	3 rd Choice
Of the ten types of work listed above				
f you have a specific worksite requ	est, list it here:			uarantee a placement)
Oo you have any special skills, inte	rests or hobbies you	would be intere	ested in usi	ng at your summer job?
for example: Can you use a compu	ter? Are you artistic	? Do you have 6	experience	working with kids?)
What hours car	ı you work? Oı	nly AM	Only PM	Either
Will you be enrolled in summer sch	0012	Are you able to	a work for	the entire six weeks?
Yes No (Notifying us				Yes No
vill help MSYEP find appropriate j	-			be absent?
This is appropriate j	003)	II IIO, Wilat dat	cs will you	
Do you have I hereby certify that the information on the	e a disability, an IEP			No
Applicant Signature			Date	
I hereby certify that the applicant listed activities associated with the Mayor's Suchild to appear in city publications and	ımmer Youth Employme	ent Program. I also	o give permis	sion for images/recordings of my
•				
Parent/Guardian Signature			Date	
Parent/Guardian Signature Any falsification of information will resul	t in dismissal from the M	layor's Summer Yo		nent Program, as well as exclusion
Parent/Guardian Signature Any falsification of information will result from future program participation.	·	•	outh Employn	
Parent/Guardian Signature Any falsification of information will result from future program participation. Completed applications must be	returned <u>in person</u>	•	outh Employn	ocations:
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PLEASE COMPLETE & RETURN WITH APPLICATION

Parents/Guardians:

Please print the following information:

Because of state regulations governing employment, we are required to conduct criminal record checks on **all** staff and volunteers who may work in our summer camp programs. Since a significant number of jobs in the Mayor's Summer Youth Employment Program (MSYEP) involve working with children in licensed camps, we will need to conduct criminal record checks on all MSYEP participants. The law requires us to conduct these checks for all participants as young as age fourteen.

In order for your child to be considered for MSYEP, we need you to provide the following information and then to sign the bottom of this letter. This form must be returned with your child's application. The information provided below will be used to help ensure accurate results from the Criminal History Systems Board. Any and all results from this check will be kept strictly confidential.

Information obtained from the criminal record inquiry **will not** prevent an applicant from participating in MSYEP. If your child's check results in a finding with the Criminal History Systems Board, you will be contacted during the summer and invited to come in and review the results to ensure accuracy and understand what employers may see when conducting CORI checks.

1 0		
MSYEP applicant's full name:		Gender: M F
Social Security Number:	Date of F	Birth://
List any states in which MSYEP appl	icant has lived during the last five years: _	
Full names of applicant's parents. In include the original full name.	f a name has changed due to a marriage o	or other reasons, please
Parent 1 Full Name	Parent 2 Full Name	
I,[print parent/guardian name]	, have read and understand the informati	on above.
	Parent/Guardian Signature	Date